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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700 • Fax: (808) 587-4703  
[www.spo.hawaii.gov](http://www.spo.hawaii.gov)

August 25, 2006

TO: Executive Branch  
Office of Hawaiian Affairs  
Department of Education  
University of Hawaii  
Honolulu Board of Water Supply

FROM: Aaron S. Fujioka  
Administrator

SUBJECT: **Change No. 6**  
SPO Price List No. 05-04  
**GASOLINE FUELING & CREDIT CARD SERVICES  
ON OAHU, HAWAII, MAUI AND KAUAI**  
Expires September 30, 2006  
(IFB-04-113-OHMK)

The following changes are made to the price list:

1. The price list has been extended until October 31, 2006.

The current price/vendor list incorporating Change Nos. 1 through 6 is available on the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on "SPO Price List/Vendor List". At the search screen, enter the List Title.

Should you have any questions, Alvin Washiashi can be contacted at 586-0571, fax 586-0570, or [alvin.washiashi@hawaii.gov](mailto:alvin.washiashi@hawaii.gov).

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List No. 05-04**  
Includes Change No. 1, 2, 3, 4, 5 and 6  
**Revised August 25, 2006**

**GASOLINE FUELING & CREDIT CARD SERVICES ON OAHU, HAWAII, MAUI & KAUAI**  
(IFB-04-113-OHMK)

**September 1, 2004 to October 31, 2006**

**STATE'S COMMITMENT.** Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Office of Hawaiian Affairs
- Department of Education
- University of Hawaii
- Honolulu Board of Water Supply

**EXCEPTION TO THE PRICE LIST.** When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "SPO Price List Exemption", available on the SPO Website, [www.spo.hawaii.gov](http://www.spo.hawaii.gov); click on "Forms for State Agencies" in the Procurement of Goods, Services, & Construction - Chapter 103D, HRS, menu.

**POINT OF CONTACT.** Questions regarding Gasoline Credit Card purchases, services listed, pricing, and status should be directed to the vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Alvin Washiashi	586-0571	586-0570	<a href="mailto:alvin.washiashi@hawaii.gov">alvin.washiashi@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:connie-Chun/PROCURE/HIDOE@notes.k12.hi.us">connie-Chun/PROCURE/HIDOE@notes.k12.hi.us</a>
Honolulu Board of Water Supply	Procurement Staff	748-5000	550-9193	<a href="mailto:ContactUs@hbow.org">ContactUs@hbow.org</a>
University of Hawaii	Gwen Won	956-8687	956-2093	<a href="mailto:gwon@hawaii.edu">gwon@hawaii.edu</a>
Office of Hawaiian Affairs	Ernest Kimoto	594-1954	594-1865	<a href="mailto:ErnieK@OHA.org">ErnieK@OHA.org</a>

**USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS.** Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

**VENDORS:**                    **Islands of Oahu, Hawaii and Maui:**

	<u><b>Correspondence Address</b></u>	<u><b>Remittance Address</b></u>
Tesoro Hawaii Corporation	91-325 Komohana St Kapolei, HI 96707	TESORO FLEET SERVICES P.O. Box 659723 San Antonio, TX 78265-9723

**Customer Service Contacts:**

<b>Ms. Lani Ornelas</b>	<b>Customer Service Center</b>
	<b>Ms. Lu Simmons</b>
<b>Phone: (808) 547-3929</b>	<b>Phone: (877) 837-6762</b>
<b>FAX: (808) 547-3849</b>	<b>FAX: (800) 767-1369</b>
<b>e-mail: lornelas@tsocorp.com</b>	

**OR**

**(800) 299-6066 Ext 2202**  
**FAX: (210) 283-2334**

**Island of Kauai:**

	<u><b>Correspondence Address</b></u>	<u><b>Remittance Address</b></u>
Kauai Automated Fuel Service, Inc.	3011 Aukele Street Lihue, HI 96766	P.O. Box 86 Lihue, Hawaii 96766
<b>Phone: (808) 245-3366</b>		
<b>FAX: (808) 246-1054</b>		

**VENDOR CODES** for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**GAS CREDIT CARDS.** *Agencies may continue to use current gas cards or request new gas credit cards from the Contractor as soon as possible to ensure that purchases are in compliance with this price list.*

Gas credit cards shall be restricted to use by authorized State employees for gasoline and/or diesel fuel for State vehicles or equipment only. Agencies will be issued one credit card per vehicle; however, an agency may request additional credit cards if more than one driver is assigned to a vehicle.

**Oahu, Hawaii, and Maui agencies:** refer to *Attachment 1* for instructions on obtaining a gas card from Tesoro Hawaii Corporation. **Kauai agencies:** refer to *Attachment 2* for instructions on obtaining a gas card from Kauai Automated Fuel Service, Inc.

Agencies may expect to receive their Gas credit cards within twenty-one (21) days of submitting the application to the Contractor. At a minimum, the following will be screened and/or embossed on the front or back of each Gas credit card:

- "State of Hawaii" with facsimile of state seal
- Department or agency name
- Name of contractor and logo
- Vehicle license plate number
- Contractor's mailing address
- and/or Vehicle ID

**PRICE.** The Base Unit Bid Price Per Gallon (BBP) is the all-inclusive cost to the State, except for the current amounts of the Hawaii General Excise tax (GET), when applicable, the State of Hawaii and County fuel taxes, the LUST Tax, the Federal Oil Spillage Recovery Tax and the State's environmental response tax that will be added to the BBP. The GET, when applicable, shall not exceed the current rate of 4%, and shall be computed only on the BBP.

**PRICE CHANGE ANNOUNCEMENTS.** Prices are subject to change. Contractor(s) will forward these price change announcements on a timely basis to respective departments or branches that are utilizing the card services. Agencies are requested to complete the attached form labeled **"REQUEST FOR INFORMATION UPDATE"** and submit to the appropriate contractor to insure proper distribution of these price change announcements.

**DISPENSING.** Fueling stations shall be open a minimum of 12 hours daily between 6:00 AM and 6:00 PM every day of the year with self service or attendant-assisted fuel dispensing.

**DIESEL FUEL Gasoline.** This price list is for Unleaded gasoline and Unleaded Premium. However, if the Contractor has the capability to dispense Diesel fuel at any of the stations listed herein, the State/county agency may at its option, purchase the Diesel fuel from the Contractor and charge the purchase on the Contractor-issued Gas credit card.

The cost of the Diesel fuel Gasoline shall be the current pump price. However, the Contractor has agreed not to charge the Federal Excise Tax on any Diesel fuel purchased using the Contractor-issued Gas credit card.

**COMPTROLLER'S MEMORANDUM No. 2005-13.** Agencies are requested to review the attached memorandum pertaining restrictions on the purchase of premium gasoline.

**ACCOUNTING.** A printed hard copy receipt and voucher signed by the driver for each transaction will be provided to the State/county employee upon completion of fueling. At a minimum, the receipt shall include the following information:

- Department/agency name and/or account number
- State vehicle license or unique account and/or card number to identify specific vehicle and driver
- Date of fueling (time optional)
- Quantity and grade of fuel dispensed
- Signature and/or identification number of individual making the purchase
- Transaction or receipt number
- Location of fueling station

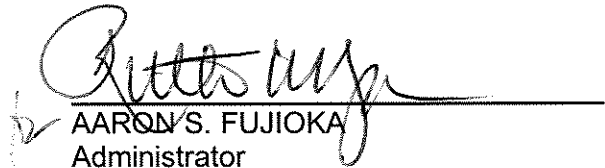
**REPORTS.** At a minimum, monthly and annual summary reports shall be provided to each department or agency account, and shall include the following.

- Department/Agency name and account number
- State vehicle license or identification number
- Date of fueling (time optional)
- Quantity and grade of fuel dispensed
- Price and extended total cost of fuel (optional)
- Name or identification number of individual making the purchase if Driver Card option is selected (See page 11, Driver Card)
- Transaction reference/receipt number
- Location of fueling station

Annual summary reports shall include the above items by month for the twelve (12) month fiscal year period from August 1 to July 30 of the preceding year.

**VENDOR AND PRODUCT EVALUATION** form, SPO-12, revised 9/30/05, is made available to the agencies for the purpose of addressing concerns on this price list. The form can be accessed from the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov). "Click" on Forms for State Agencies in the Procurement of Goods, Services, & Construction - Chapter 103D, HRS menu.

**PRICE LIST AVAILABLE ON THE INTERNET.** The price list is available at the SPO website: [www.spo.hawaii.gov](http://www.spo.hawaii.gov). "Click" on SPO Price List/Vendor List at the main menu.

  
AARON S. FUJIOKA  
Administrator

OAHU: Tesoro Hawaii Corporation

	<u>Regular Unleaded**</u>	<u>Premium Unleaded**</u>
<b>Base Bid Price Per Gallon</b>	<b>\$ 2.4164</b>	<b>\$ 2.5564</b>
<b>4% Hawaii General Excise Tax</b>	<b>+\$ N/A ***</b>	<b>+\$ N/A ***</b>
<b>State Fuel Tax</b>	<b>+\$ .1612</b>	<b>+\$ .1612</b>
<b>County Fuel Tax</b>	<b>+\$ .1650</b>	<b>+\$ .1650</b>
<b>LUST Tax</b>	<b>+\$ .0010</b>	<b>+\$ .0010</b>
<b>Federal Oil Spillage Recovery Tax</b>	<b>+\$ .00108</b>	<b>+\$ .00108</b>
<b>TOTAL PRICE PER GALLON</b>	<b>\$ 2.745</b>	<b>\$ 2.885</b>

LOCATIONS ON OAHU: All Tesoro Stations.

<u>Aiea:</u>	•922 Kam Highway	<u>Kalihi-Moanalua- Salt Lake (Honolulu):</u>
<u>Pearl City</u>	•99-187 Aiea Hts. Dr.	•2260 Kam Hwy. *
	•98-1277 Kaahumanu St.	•1311 Palama St. *
		•1950 Kalihi St.
<u>Ewa Beach:</u>	•91-1669 Ft. Weaver Rd.	•4259 Lawehana St.*
		•1529 Dillingham Blvd.*
<u>Haleiwa:</u>	•66-580 Kam Hwy.*	
<u>Honolulu:</u>	•940 Auahi St. *	<u>Mililani:</u> •95-1141 Ukuwai St.
	•707 Kapahulu Ave.	•95-614 Lanikuhana Ave.
	•249 Keahole St.	
	•1549 S. King St.	<u>Nanakuli:</u> •87-2070 Farrington Hwy.*
	•759 S. King St.*	<u>Wahiawa:</u> •See Mililani.
<u>Kailua-Kaneohe- Windward Oahu:</u>		<u>Waianae:</u> •86-090 Farrington Hwy.*
	•1143 Kailua Rd., Kailua *	
	•54-304 Kam Hwy., Hauula	<u>Waipahu:</u> •94-120 Farrington Hwy.
		•94-050 Farrington Hwy.*
<u>Kapolei:</u>	•91-590 Farrington Hwy	•94-1082 Ka Uka Blvd.
<u>Campbell</u>		
<u>Industrial</u>		
<u>Park</u>	•91-141A Kalaeloa Blvd*.	

\* Diesel fuel is available at this station.

\*\* Current price as of August 1, 2006

\*\*\* Exempt due to Ethanol mandate

\*\*\*\*Kauai Automated Fuel Service, Inc. presently not assessing Federal Oil Spillage Recovery Tax.

**HAWAII:****Tesoro Hawaii Corporation**

	<u>Regular Unleaded**</u>	<u>Premium Unleaded**</u>
Base Bid Price Per Gallon	\$ <u>2.5064</u>	\$ <u>2.6464</u>
4% Hawaii General Excise Tax	+\$ <u>N/A ***</u>	+\$ <u>N/A ***</u>
State Fuel Tax	+\$ <u>.1612</u>	+\$ <u>.1612</u>
County Fuel Tax	+\$ <u>.0880</u>	+\$ <u>.0880</u>
LUST Tax	+\$ <u>.0010</u>	+\$ <u>.0010</u>
Federal Oil Spillage Recovery Tax	+\$ <u>.00108</u>	+\$ <u>.00108</u>
<b>TOTAL PRICE PER GALLON</b>	<b>\$ <u>2.758</u></b>	<b>\$ <u>2.898</u></b>

**LOCATIONS ON HAWAII:**

All Tesoro Stations except as noted

Hilo: •434 Kamehameha Ave.  
 •1672 Kamehameha Ave. shall close down at 12:00 midnight, April 25, 2005.

Kona: •74-5590B Palani Rd., Kona  
 •81-6673 Mamalahoa Hwy., Kealahou  
 •73-4796 Kanalani St., Kailua-Kona\*

**NOTE: Station located at 26 Kekela Streets in Hilo is a privately owned dealer station and will not accept the Tesoro Gas credit card.**

**MAUI:****Tesoro Hawaii Corporation**

	<u>Regular Unleaded**</u>	<u>Premium Unleaded**</u>
Base Bid Price Per Gallon	\$ <u>2.7434</u>	\$ <u>2.8834</u>
4% Hawaii General Excise Tax	+\$ <u>N/A ***</u>	+\$ <u>N/A ***</u>
State Fuel Tax	+\$ <u>.1612</u>	+\$ <u>.1612</u>
County Fuel Tax	+\$ <u>.1600</u>	+\$ <u>.1600</u>
LUST Tax	+\$ <u>.0010</u>	+\$ <u>.0010</u>
Federal Oil Spillage Recovery Tax	+\$ <u>.00108</u>	+\$ <u>.00108</u>
<b>TOTAL PRICE PER GALLON</b>	<b>\$ <u>3.067</u></b>	<b>\$ <u>3.207</u></b>

**LOCATIONS ON MAUI:**

All Tesoro Stations except as noted.

Wailuku-Kahului: •243 Puunene Ave., Kahului\* Kihei: •356 Huku Li'i Pl.\*  
 •1279 South Kihei Rd.\*

**NOTE: Station located at 444 Kele Street on Maui is a privately owned dealer station and will not accept the Tesoro Gas credit card.**

\* Diesel fuel is available.

\*\* Current price as of August 1, 2006

\*\*\* Exempt due to Ethanol mandate

\*\*\*\* Kauai Automated Fuel Service, Inc. presently not assessing Federal Oil Spillage Recovery Tax.

**KAUAI: Kauai Automated Fuel Service, Inc.**

	<u>Regular Unleaded**</u>	<u>Premium Unleaded**</u>
Base Bid Price Per Gallon	\$ <u>2.8220</u>	\$ <u>3.022</u>
4% Hawaii General Excise Tax	+\$ <u>N/A***</u>	+\$ <u>N/A***</u>
State Fuel Tax	+\$ <u>.1612</u>	+\$ <u>.1612</u>
County Fuel Tax	+\$ <u>.1300</u>	+\$ <u>.1300</u>
LUST Tax	+\$ <u>.0010</u>	+\$ <u>.0010</u>
Federal Oil Spillage Recovery Tax	+\$ <u>.0000****</u>	+\$ <u>.0000 ****</u>
<b>TOTAL PRICE PER GALLON</b>	<b>\$ <u>3.114</u></b>	<b>\$ <u>3.314</u></b>

**LOCATIONS ON KAUAI:**

Lihue:           •Lihue Industrial Park \*- Phase II, 3011 Aukele St.  
                     •Puhi Industrial Park\*-1890 Hanalima St.

Westside:       •Port Allen\* – Hanapepe, Waialo Rd.

Kapaa:           •Arzadon Industrial Park\*

Princeville:    •Princeville-Chevron\*, Princeville Shopping Center, 4820 Kuhio Hwy.

Kekaha            • behind Kekaha Plantation

\* Diesel fuel is available at this station.

\*\*Current price as of July 7, 2006

\*\*\*Exempt due to Ethanol mandate

\*\*\*\*Kauai Automated Fuel Service, Inc. presently not assessing Federal Oil Spillage Recovery Tax.



**ATTACHMENT 1**

**TESORO HAWAII CORPORATION  
(TESORO)**

**Tesoro Hawaii Corporation**  
**91-325 Komohana Street**  
**Kapolei, HI 96707**  
**(808) 547-3929**  
**Fax (808) 547-3849**

**REQUEST FOR INFORMATION UPDATE**

Please complete the following information for your agency and return by fax to 808-547-3849 or email by [lorne@tsocorp.com](mailto:lorne@tsocorp.com).

Price changes will be faxed to number indicated on this form. As email notifications become available they will be sent electronically.

**Account Number** \_\_\_\_\_

**Name of Agency** \_\_\_\_\_

**Division or Branch** \_\_\_\_\_

**Billing Address for statements** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**Contact Person** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Person responsible for ordering cards** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Fax Number for price change notification** \_\_\_\_\_

**Email address for price notification** \_\_\_\_\_

## TESORO HAWAII CORPORATION

### GAS CREDIT CARD GUIDELINES OAHU, HAWAII AND MAUI

#### I. GENERAL

- A. Agencies may continue to use the Tesoro gas credit cards issued under the previous SPO Price List number 01-40.
- B. To open a new gas credit card account, request for additional cards, closing of old card accounts or changing the current services available on the existing gas credit card, agency shall complete and submit to Tesoro the attached form (Exhibit A). Agency with existing card(s) need not reapply if none of the reasons are applicable.

Tesoro's gas credit card system requires a four-digit numerical personal identification number (PIN No.) to be inputted into the system along with the swiping of the gas credit card to activate the fueling process. Agencies may establish their four digit personal identification number (PIN No.). Agencies desiring to change their current PIN number must complete the EXHIBIT A form.

- C. The following choices is available to State agencies. Only agencies requesting to change or add any of the optional services listed below shall complete EXHIBIT A form to initiate acceptance of service on the gas credit card.
  - 1. Complete information requested in Section A: Billing Information
  - 2. Fuel Only or Fuel & **Auto Supplies** (motor oil) which would enable cardholders to purchase:
    - a. **Supply items** such as motor oil, automatic transmission fluid and antifreeze. Services such as engine tune-up, oil change and battery replacement is not available
    - b. Fuel Only or Fuel & **Auto Supplies** (motor oil) are the only options that have been authorized by the State Procurement Office. No other options should be requested State agencies.
  - 3. **Vehicle Odometer Reading:** If this option is selected, cardholder will be required to input odometer readings at the time of fuel purchase. Agency will receive a Vehicle Management Report on miles driven per gallon and the cents per mile, valuable in detecting cardholder abuse. Agency should instruct their drivers to input the correct odometer reading.

4. **Daily Transaction Limits Per day:** Agency must determine whether they want to limit the number of transaction based on a per card basis. If there is more than one card on the agency's account and the transaction limit is one per day, only one transaction per card will be accepted. As an example, if there are five cards in the account and the transaction limit is one per day, each of the five cards shall be limited to one transaction so the total number of transaction in the account shall be five for that day. If there is more than one driver listed on the same card and the transaction limit is one per day, the number of transactions allowed shall be limited to only one since they are listed on the same card. The transaction limit shall be based on the card number.
5. **Time Limits:** To be determined by the agency.
6. **Daily Merchandise Dollar Limits:** This option is not available to State agencies.
7. **Daily Service Dollar Limits:** To be determined by the agency.
8. **In-Station Card:** This option will restrict cardholder to designated station(s) only and require the establishment of a Driver ID No. (6-digit no.) and ID No. (4-digit no.-**PIN No.**). Charges would be identified based on the Driver ID No.

The card(s) will be kept at the specified station(s). The driver(s) will be required to initiate the transaction by going into the station, informing the Customer Service Associate (CSA) of the estimated dollar amount and type of fuel to purchase. The CSA will swipe the card and the driver will then input the Driver ID No. (6-digit no.), ID No. (4-digit no.-**PIN No.**) prior to fueling, and report to the counter for signature and gas voucher after fueling. The driver must obtain a signed gas voucher and receipt for submittal to the Fiscal Office to ensure prompt payment.

If this option is selected on the Form, agency shall list the station selected and provide the Driver Name, Driver ID No. (6-digit no.), and ID No. (4-digit no.-**PIN No.**).

9. **Location Restriction:** This option would limit cardholders to use only the station(s) listed on the Form. If this option is selected, agencies shall list on the Form, the stations selected.
10. **Driver Card:** This option provides the State with ability to track fuel purchases made by one or more drivers. Agencies will receive a Vehicle Management Report and a Driver Management Report identifying gas purchases by driver name.

To receive this information, the agency must complete the Fleet Card option listing the Driver ID. No. (6-digit no.), Driver Name, and ID No. (4-digit no.-**PIN No.**). The 6-digit Driver ID No. can be the birth date or employee number using zeros as fillers, while the 4-digit ID No. is the card **PIN Number**. The Driver ID No., however, must be a unique number.

Driver(s) will be required to initiate the transaction by going into the station, informing the CSA the estimated dollar amount for fuel purchase and inputting the above information prior to fueling. After fueling is complete, the driver shall report to the counter for signature and gas voucher. The driver must obtain a signed copy of the gas voucher and receipt for submittal to the Fiscal Office to ensure prompt payment.

This will enable agency to identify the driver (sometimes signatures are illegible), and to investigate discrepancies such as failure to endorse signature on the gas voucher (requirement by DAGS Pre-Audit) or unaccountable gas purchases.

11. **Additional/Reprint Cards or Change/Add New Features to a Specific Card:** To be determined by the agency.
12. Section D- Cards to be Closed: To be determined by the agency.

D. CONTACT PERSONS

1. **Questions concerning any of the above options should be directed to Lani Ornelas of Tesoro Hawaii, telephone (808) 547-3929, facsimile (808) 547-3849, Lu Simmons of San Antonio, Texas, telephone (800) 299-6066 ext 2202, facsimile (210) 283-2334 or the Customer Service Center (24 hours), telephone (877) 837-6762, facsimile (800) 767-1369**
2. If you have any questions regarding this price list notice, other than questions on the options, contact Alvin Washiashi of the State Procurement Office, telephone (808) 586-0571, facsimile (808) 586-0570, e-mail - [alvin.washiashi@hawaii.gov](mailto:alvin.washiashi@hawaii.gov).

- E. The gas card may only be used to purchase gasoline or diesel fuel for the assigned to the card as well as other services as described in section C, item 2. Fuel Only or Fuel & Service. Agency is responsible to control the authorized use of each card.
- F. Driver shall submit the copy of the signed voucher and receipt to the agency's Fiscal Office or other appropriate party. Agency is responsible to make timely payments for all purchases. **Agencies are requested to include the remittance statement with payment and list the account number on the remittance check.** Accounts 60 days past due shall be deactivated, and reactivated only when the overdue balance, including interest, is paid and made current.

- G. Agency shall maintain a record of gas credit cards issued and shall be responsible to report all lost, stolen, or unauthorized use of a card in writing to Tesoro Hawaii, 91-325 Komohana Street, Kapolei HI, telephone at (808) 547-3929, or by facsimile (808) 547-3849. There will be a \$5.00 charge for each replacement card.
- H. The terms and conditions for the issuance and use of the gas credit cards shall be in accordance with the provisions of SPO Price List No. 05-04.
- I. By obtaining and using the gas credit card, the agency and individual user agree to comply with, and shall be subject to, Tesoro's safety rules and those established by federal, state and local agencies and governments in the use of Tesoro's facilities when purchasing products with the fleet card(s).

## II. PROCEDURES FOR FUELING

### A. ALL TESORO LOCATIONS

1. Driver physically presents the gas credit card to the Tesoro Customer Service Associate (CSA) prior to fueling. **Driver: DO NOT INSERT THE GAS CREDIT CARD AT THE PUMP.**
2. The driver informs the CSA of the estimated dollar amount for fuel and type of fuel and the CSA swipes the gas credit card. The driver then inputs ID Number ( Four digit PIN No.) and if applicable, the Driver ID number (six digit number) and odometer reading.

If the card is authorized, driver fuels vehicle. Upon completion, driver returns to the CSA who then processes the transaction. The driver signs the gas voucher and is given a copy of the signed gas voucher and a receipt.

If the card fails to allow the transaction to be completed, the driver should request that Tesoro's CSA clear the system and re-enter the pin number. Tesoro Hawaii's system will default if after three (3) pin number input attempts fail. If, after the clearing the system and card transaction is still not accepted, the driver should contact their agency to confirm if the proper pin number is being inputted. **TESORO'S CSA DOES NOT HAVE PIN NUMBER AND DRIVER ID INFORMATION AND CANNOT PROVIDE SUCH INFORMATION FOR SECURITY REASONS.**

If the gas credit card is not authorized, the CSA will call Tesoro Hawaii's Customer Service Department at (877) 837-6762 to determine the reason for card rejection. If the transaction cannot be processed, the CSA shall notify the driver as to the reason for rejection. No purchase transaction will be processed using the gas credit card. Driver shall notify the agency of the problem. Agencies are requested to contact either Lani Ornelas at (808) 547-3929, facsimile (808) 547-3849, Lu Simmons of Tesoro (San Antonio, Texas), telephone (800) 299-6066 ext 2202, facsimile (210) 283-2334 or the Customer Service Center (24 hours), telephone (877) 837-6762, facsimile (800) 767-1369 to determine corrective action needed to activate the gas credit card.

The Driver shall notify the agency of the problem. Agencies are requested to contact either Lani Ornelas at (808) 547-3929, facsimile (808) 547-3849, Lu Simmons of Tesoro (San Antonio, Texas), telephone (800) 299-6066 ext 2202, facsimile (210) 283-2334 or the Customer Service Center (24 hours), telephone (877) 837-6762, facsimile (800) 767-1369 to determine the cause of card failure and take appropriate action to correct the problem.

**STATE OF HAWAII GASOLINE FUELING AND CREDIT CARD SERVICES**  
**TESORO HAWAII CORPORATION**  
**ATTN: Customer Service Department**  
**Phone: (877) 837-6762**  
**Fax: (800) 767-1369**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**INSTRUCTIONS: (Circle service number below & complete appropriate sections)**

1. For new accounts, please complete Sections A, B & C.
2. For additional/reprint cards, complete Sections A & C. If you desire new features to be included with your additional card, complete Sections A, B & C. Please include your account number.
3. To request cards be closed, complete Sections A & D. Please include your account number.
4. To add features or change current services to your *entire account*, complete Sections A & B. To add or change features to an *existing card*, complete Sections A, B & C. Please include your account number.

**SECTION A: Billing Information**

**ACCOUNT NO.: 0 5 0 0** \_\_\_\_\_ **(for existing account only)**

**Agency Name:** \_\_\_\_\_

**Division or Branch:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**SECTION B: Fleet Card Options**

**Product & Services Options:** (please **check** one)

- ☐ Fuel Only  
☐ Fuel & **Auto Supplies** (motor oil)

**Odometer Reading:** (if this option is selected, driver must enter vehicle odometer at time of sale)

- ☐ Vehicle Odometer

**Daily Transaction Limit(s) Per Day:** (please **check** one)

- ☐ 1 transaction  
☐ 5 transactions  
☐ 10 transactions  
☐ 20 transactions  
☐ Unlimited transactions (default setting)



Time Limits: (please **check** one)

- ☐ 5 days, 6 am to 11 pm
- ☐ 5 days, 6 am to 7 pm
- ☐ 5 days, 6 am to 4 pm
- ☐ 7 days, 5 am to 10 pm
- ☐ 7 days, 6 am to 4 pm
- ☐ 7 days, 6 am to 6 pm
- ☐ 7 days, 6 am to 7 pm
- ☐ 7 days, 6 am to 7:30 pm
- ☐ 7 days, 7 am to 6 pm
- ☐ 7 days, 7 am to 7 pm
- ☐ 7 days, 24 hours (default setting)

Daily Service Dollar Limits: (please **check** one)

- ☐ \$0 Limit (default setting)
- ☐ \$5 Limit
- ☐ \$25 Limit
- ☐ \$50 Limit
- ☐ \$100 Limit
- ☐ \$150 Limit
- ☐ \$175 Limit
- ☐ \$200 Limit
- ☐ \$250 Limit
- ☐ \$500 Limit
- ☐ \$750 Limit
- ☐ Unlimited

In-Station Card: (Customer Service will contact you to implement this function if option is selected. See page 4 for station selection.)

Location Restrictions: (Customer Service will contact you to implement this function if option is selected. See page 4 for station selection.)

Driver Card: If you wish to change the card format so multiple drivers can use one card, use the following option. A four-digit identification number is required for security on all cards.

- ☐ Single Vehicle/Card with Single Driver (current card format)
- ☐ Single Vehicle/Card with Multiple Drivers. (Please list driver name(s), Driver ID & ID# below. Attach another sheet if more space is required. Both the Driver ID & ID# will be required at the time of sale.)

Driver Identification #  
(Up to 6 numeric digits)

Driver Name

Identification #  
(4 numeric digits)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C: Additional/Reprint Cards or Change/Add New Features to a Specific Card**

<u>Card Number (reprint or change/add new features)</u>	<u>Model/Description</u>	<u>Vehicle/License No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION D: Cards to be Closed**

<u>Card Number</u>	<u>Reason for Closure</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ATTACHMENT 2**

**KAUAI AUTOMATED FUEL SERVICE, INC.**

**Kauai Automated Fuel Network**  
**P. O. Box 86**  
**Lihue, Kauai HI 96766**  
**(808)245-1911 Fax 246-1054**  
**email Debbie@senterkauai.com**

**REQUEST FOR INFORMATION UPDATE**

Please complete the following information for your agency and return to Debbie at 808-246-1054 or email [Debbie@senterkauai.com](mailto:Debbie@senterkauai.com). Price changes will be faxed to number indicated on this form. As email notifications become available they will be sent electronically.

KAFN Account Number \_\_\_\_\_

Name of Agency \_\_\_\_\_

Mailing Address for statements \_\_\_\_\_

\_\_\_\_\_

Contact for billing \_\_\_\_\_ Phone \_\_\_\_\_

email address for billing \_\_\_\_\_

Person responsible for ordering cards \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

email address for cards \_\_\_\_\_

FAX Number for price change notification \_\_\_\_\_

email address for price notification \_\_\_\_\_

OPERATING INSTRUCTIONS AND  
EMERGENCY PROCEDURES

The undersigned acknowledges that he/she has read the following instructions, and is responsible to provide training for others, who may utilize the card, in both operation and safety and to become familiar with the operation of Kauai Automated Fuels Network equipment at all locations that are to be utilized by customer and/or authorized card users.

**THE FOLLOWING ARE ABSOLUTELY FORBIDDEN AT ALL KAFN SITES:**

**NO SMOKING, NO OPEN FLAMES, NO SPARKS, NO RUNNING MOTORS,  
AND NO FUELING INTO GLASS OR OPEN CONTAINERS.**

**NO ONE UNDER THE AGE OF 15, OR ANYONE WHO HAS NOT RECEIVED  
TRAINING IN THE OPERATION OF KAFN EQUIPMENT CAN BE ALLOWED**

**TO OBTAIN FUEL FROM KAFN FACILITIES**

- (a) KAFN fueling equipment can be activated only but the insertion of a valid KAFN card in the console on the fueling island. The card must be inserted as indicated on the console, and the instructions on the screen must be followed. Ensure the card is not cracked, taped, or otherwise unserviceable before inserting it. Screen instructions require a response in a limited amount of time, otherwise you must insert card again and start over. You must press enter after entering the requested information, each time you enter information. For All State of Hawaii cards, you must enter your personal ID number and the mileage before selecting the pump to be used. If card does not activate pump, call KAFN on the direct phone provided. Card may be deactivated if payment is overdue or card has been reported missing.
- (b) Ensure vehicle is next to pump with its **ENGINE OFF**, and that you insert the nozzle and know pump number before entering card and selecting pump. **DO NOT TURN ON PUMP HANDLE UNTIL INSTRUCTED TO DO SO AFTER INSERTING CARD.** After selection, you have a limited amount of time to turn on the pump handle and begin fueling before the system will reset. If the system resets you will be unable to fuel and must insert the card again and start over. **YOU MUST STAY WITH THE NOZZLE WHILE FUELING.** Do not attempt to put anything in the nozzle lever to keep it open. Do not allow anyone else to operate the nozzle – you will be held responsible for accidents. Do not “top off” your tank, allowing fuel to spill on the ground. **YOU ARE RESPONSIBLE FOR ANY SPILLS OCCURRING WHILE FUELING YOUR VEHICLE.**
- (c) When fueling is completed, immediately return handle to the **“OFF”** position and hang up hose on pump. Make sure your gas cap is on. If you wish to obtain a receipt, insert your card at the console and the screen will ask you whether you want a receipt or not. Push **“Y”** and your receipt will be printed.

- (d) If you have a **SPILL**, you must report it immediately by phone. If you do so, there will be no punishment; KAFN just wants to make sure it gets cleaned up quickly, and will respond and/or give you instructions. If you do not report a spill, KAFN can usually determine who was responsible through computer records, and may revoke your card. If you observe another customer spilling and not reporting it, we would appreciate a call, which will be kept confidential.
- (e) FIRE is the most serious safety issue at any fueling facility. Gasoline vapors are very dangerous, and can be set off by an invisible spark. You must take great care not to have any sources of ignition around when fueling. Be particularly aware of other people fueling at the same time, since they may be violating fire safety rules that could effect you. In the event of a fire, locate the nearest EMERGENCY SHUTOFF switch and hit it to cut the fuel flow. Then use the fire extinguisher at the source of the fire first. Do not use water. Do not attempt to fight a serious fire. The emergency valves in the KAFN system will seal off the tanks automatically. Call 911 and KAFN immediately.
- (f) When using high-speed pumps (denoted by a sign on the dispenser and by the larger hoses), make sure your tank can receive at the rate you are pumping. Although these nozzles do have an automatic shutoff device, the speed with which a small tank can fill may allow a substantial spill even after shutoff. You must stay with the nozzle and be able to monitor the fill rate. Make sure the hose is retracted and the nozzle properly replaced after use.
- (g) Motor fuels are hazardous materials, as defined by the Environmental Protection Agency. Prolonged skin contact or breathing is to be avoided. Fuel upwind of your vehicle's tank whenever possible. If you spill fuel on yourself, flush immediately with water or a skin rash may develop. A Material Safety Data Sheet for each fuel product available at KAFN sites is available from the KAFN sites.
- (h) The person signing below is responsible for ensuring any additional card users are fully trained on the proper use of equipment and emergency procedures and have received a copy of these instructions.
- (i) A copy of the attached Card Information and Training Acknowledgement should be kept in your files and a copy sent to KAFN when making card changes or additions.

Operating Instructions and Emergency Procedures – Page 3 of 3

Print Name of Responsible Party/Trainer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Name: \_\_\_\_\_ Card Number \_\_\_\_\_

Print Name: \_\_\_\_\_

I have received a copy of these instructions and understand that I am solely responsible for the dispensing of motor fuel into my vehicle.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**KAUAI AUTOMATED FUEL NETWORK FACILITIES**

**FLEET GAS CARD GUIDELINES  
KAUAI**

KAUAI AUTOMATED FUEL SERVICE, INC.  
KAUAI AUTOMATED FUELS NETWORK, INC.  
P.O. BOX 86, LIHUE, KAUAI, HAWAII 96766  
PHONE: (808) 245-3366 FAX: (808) 246-1054

**AGENCY APPLICATION**  
(Please print or type)

Agencies may continue to use the Kauai Automated Fuels Network, Inc.'s gas cards issued under the previous SPO Price List number 01-40.

Date: \_\_\_\_\_

Contract Number \_\_\_\_\_ Effective Dates \_\_\_\_\_

Agency Name: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone/FAX \_\_\_\_\_

Contact Person on Kauai: \_\_\_\_\_ Phone/FAX \_\_\_\_\_

Billing Address: \_\_\_\_\_ City & Zip Code: \_\_\_\_\_

Responsible Person for ordering cards \_\_\_\_\_

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NOTE: All personnel using Kauai Automated Fuels Network facilities are required to have been instructed on the proper use of the equipment, location of emergency shut off switch and location and use of fire extinguishers. It will be the sole responsibility of the agency to assure that any employee that is issued a card for access to the Kauai Automated Fuels Network facilities has received this training and acknowledges this information in writing. Agencies requiring training on the operation of equipment can contact Kauai Automated Fuels Network Facilities. Any malfunction of equipment or observed problem is to be reported immediately to the main office (245-3366) during normal working hours, or (245-1911 or 245-2635) after hours and on weekends and holidays.



### CARD INFORMATION

**NOTE: All cards will be issued will require the operator to enter his personal ID number (up to 9 numbers) before selecting the pump. Cards may be restricted to type of fuel, (i.e. Regular, Supreme, Diesel).**

Card Number	Vehicle ID License	Pin/Security 4 digits	Fuel type Authorized	Starting Speedometer (Optional)	Issued to: Print Name and Initial
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**FAX one copy of this form to our office (246-1054) and retain one for file. Have user initial receipt of card and acknowledge training on use of the card.**